502 Help Wanted-Office Clerical

ACCOUNTS PAYABLE
Farmington Hills firm seeking qualified individual for their accounting department. Qualified candidates must have computer experience and knowledge of Excel
$10-12 Per Hr.
Send resume to Pam
ARBOR TEMPS 313-459-1166

ACCOUNTS RECEIVABLE
Department Manager needed for part-time data entry insurance clerk. Also full time position for Medicare 'B' Biller. Must have Medicare 'B' experience. Apply at or send letter of application to: BPS, INC., attn: Mgr., Accounts Receivable, 33510 Schoolcraft Rd. (W. of Inkster) of Farmington Rd & Schoolcraft) Livonia, MI 48152

ACCOUNTS RECEIVABLE ACCOUNTING CLERK
Excellent opportunity for individual with some accounts receivable experience. Need to be detail oriented & organized. Excellent benefits & compensation package. Non smoking office, full time. Please apply to: Joel at 810-355-1000, Joel Person Chevrolet, 28111 Telegraph, Southfield

ADMINISTRATIVE ASSISTANT
Excellent opportunity for Administrative Assistant in Bloomfield Hills. Full time. Must have 2 years PC experience with Word Perfect (minimum 80 wpm). Windows and Network experience.
Please call (810)335-6127

ADMINISTRATIVE ASSISTANT
Farmington Hills manufacturer seeks particular detail oriented support person with excellent math and writing skills for full time position. Duties include answering phones and assisting front office. Experience with Windows and Word Perfect desired. Ability to speak Spanish a plus. Please call 24 hours a day: 810-788-6231.

ADMINISTRATIVE ASSISTANT
For Bloomfield Hills based real estate management firm. Strong organization skills, clerical skills and computer skills (WordPerfect 6.0, Lotus) a must. Competitive salary and benefit package. Please send resume with salary requirement to: Personnel officer, Accessal Realty Advisors Inc. 10 W. Long Lake Rd. Suite #10, Bloomfield Hills, MI 48304 or FAX to 810-645-2565

ADMINISTRATIVE ASSISTANT
Southfield based commercial real estate company seeks an experienced individual. Qualified candidate should have experience in Word Perfect Windows 6.1, Excel and have an excellent telephone demeanor and strong interpersonal skills. Shorthand experience a plus. Send resume in confidence to Andrew Mills, 27777 Franklin Road, Suite 950, Southfield, MI 48034 fax 810-352-0758

ADMINISTRATIVE & ACCOUNTING ASSISTANT
for CPA firm in Farmington. Computer, MicroSoft Word, ATB, typing & general office duties. Overtime Jan. - Apr. 15. Flex time & good benefits. Call Deborah (810) 642-6651

Administrative Assistant, full time position w/customer service skills/ all office & computer skills w/strong organizational & multiple task skills. Good pay plus benefits. Fax resumes to: 313-537-3676/ mention this ad

ADMINISTRATIVE ASSISTANT
OFFICE ADMINISTRATION
Career openings with mid-sized companies for experienced secretaries who wish flexibility and a personal atmosphere. Opportunities both long and short term. Suburbs and Detroit. Salary $9.00-$14.00/hr. Call Sophia Bennington/Livonia 473-2931 646-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Organization/detail skills needed to assist in the project management of a large national & international automotive frame project. Word, Powerpoint, Lotus notes, budget & scheduling. Send resume with salary requirements to: Triad Performance Technologies, 30101 Stevenson Highway, Ste. 330, Farmington Hills, MI 48334. EOE.

ADMINISTRATIVE/ SECRETARIAL Positions Available
Immediate openings in the Livonia area. Must be proficient in Word 6, Excel or Word Perfect 6, Lotus Professional Approach. You should call or fax resume today!
Excellent Opportunities!
ENTECH PERSONNEL
Phone: 313-464-6196
Fax: 313-464-0795

ARE YOU people oriented with good telephone and computer skills and looking for full time employment? We are seeking to higher an outgoing individual we offer excellent pay & benefits to the right person. If interested please contact Jim R. at
Dean Sellers Ford
(810) 643-7500 Ext 174

ASSISTANT (PART TIME)
20 hours/week. Flexible. Would like Windows, data entry & filing. Fax resume: 810-433-2281 or send to:
DGH, Inc.
3010 Telegraph, #448
Bingham Farms, MI 48025

AUTO BILLER
Custer Chrysler Jeep in Ypsilanti has position open for Auto Biller. Prior experience is required. Excellent pay & benefit plan is available for the right person. Call Kim.
(313) 434-2424

AUTO DEALERSHIP
Accounts payable dealership experience. Excellent pay and benefits. Bob Dussau Lincoln Mercury Farmington, Kathy Dee (810) 474-2170

AUTOMOTIVE, CLERICAL
Marketing services company seeks individual to authorize, verify and report automotive repairs and invoices. Reconcile checking account. Technical automotive repair knowledge, PC data entry and excellent phone skills required.

Comprehensive benefit plan, including 401K and tuition reimbursement. Adecco is a non-smoking environment. FAX resume to 1-313-416-2663 or mail to: No phone calls please.
ADECCO CORPORATION
Attn: DE - AUCL
101 Union
Plymouth, MI 48170
EOE

BOOKKEEPER/ACCOUNTS RECEIVABLE
for time & billing for Farmington Hills CPA firm. Computer orientated, motivated, hard working. Send resume to: MG, 32253 Northwestern Hwy., Suite 290, Farmington Hills, MI 48334

BOOKKEEPER
ACCOUNTS payable/receivable, payroll. Salary commensurate with experience. Excellent benefits package. Please send cover ltr. w/salary requirements. Box #1441 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER / ACCOUNTS RECEIVABLE/ BILLING
PERSON with good computer skills needed for distributor in Oakland County. Additional duties include customer services, ordering and collections. Good salary and benefits. Resume with salary requirements to:
Human Resource Administrator
34118 W. 12 Mile Rd., Ste 355
Farmington Hills, MI 48331

BOOKKEEPER- Full or Part-time. Must have previous accounting firm experience & be self-motivated with attention to detail. Call after 1pm (810) 855-1810 or Fax: (810) 855-4642

BOOKKEEPER - Full time
Experience necessary. 20411 W. 12 Mile #201, Southfield. Call Parkhurst Accounting. 810-352-5523

BOOKKEEPER
needed immediately. Fax to: 313-981-2283 or write to: 45487 Augusta Dr., Canton, MI. 48188.

502 Help Wanted-Office Clerical

BOOKKEEPER
POSITION available immediately. Full time. Full charge through trial balance. Real estate management firm in Plymouth. Two. Salary commensurate with experience. Call.
(810) 362-4065

BUSINESS MANAGER
Experienced business manager. Computer literate. Must understand computers & software. Sales & marketing, accounting, inventory control, personnel, customer service, typing, computer & telephone. Sales & marketing helpful. $32,000 to $35,000 plus. Small office, growing business. New age/metaphysical.
Vision Publications. (810) 355-9740

CASHIER - AUTO DEALER
Experienced Benefits Advancement opportunities. Apply: Star Lincoln Mercury, 12 Mile at Telegraph.

CASHIER/RECEPTIONIST
Needed for dealership. Multi phone system experience helpful. Pleasant and outgoing personality a big plus. Call Kathy at (313) 565-5100 ext. 222

Check Collection Clerk
Detroit based supermarket chain has a full time opening in the Returned Check Department. The position is for file maintenance and applicant must be skilled in data entry, phone etiquette and preferably have some banking knowledge. Full benefits package. Send resume to:
Returned Check Department Manager
P O Box 33440
Detroit, MI 48232-5448

CLERICAL
Be a part of our growing team. Corning Clinical Laboratories is currently seeking to fill the following positions.

DATA ENTRY OPERATOR
Billing Dept./Day Shift
Requires a minimum 55-60 wpm keyboarding skills

LAB ENTRY OPERATOR
Afternoon Shift (PM)
Requires a minimum of 55-60 wpm keyboarding skills

For immediate consideration, please complete an application Mon.- Thurs 11AM-3PM (please come prepared for testing) at Corning Clinical Laboratories, 3444 Giddings Road, Auburn Hills, MI. EOE M/F/D/V

CLERICAL
Full-time for financial services business. Please send resume: Theresa Moylan, Smith Barney, 201 W. Big Beaver Rd., Ste 1250, Troy, MI 48084

CLERICAL - Plymouth company has opening in one person office. 3 yrs experience. Customer contact, invoicing, phones, job orders, data entry, computer skills. $16-$18K, benefits. Reply to Box 51314, Livonia, MI 48151-0314.

CLERICAL/ RECEPTIONIST
New York Carpet World is in need of an alert, reliable and dependable person to handle general office duties for the store. Pleasant telephone manners a must. Part-time positions, evenings and weekends.
apply at:
29955 Orchard Lake Rd.
Just N of 13 Mile Rd.,
Farmington Hills

CLERICAL SUPPORT for manufacturers rep agency in Farmington. Word processing skills necessary. Full time position. (810) 851-9100

COLLECTIONS
PERSON needed for a rapidly growing company. Competitive wage and benefits. One year office experience required. (810) 669-0660

COORDINATOR
Arcadia Health Care, based in Troy, is seeking an Orders Coordinator. The preferred candidate will have a minimum of 2 years medical office experience, Computer skills (Lotus & Ami-Pro), strong communication and problem solving skills. This is an immediate opening. Please send resume with salary requirements to:
ARCADIA HEALTH CARE
Human Resources Dept.
340 E. Big Beaver Rd., Ste. 250
Troy, MI 48083
Fax: 810-740-1444
E.O.E./ADM

COORDINATOR RECEPTIONIST To $25,000
Major worldwide company seeks excellent interpersonal skills for the front desk position. Ability to interface with dignitaries from different countries. Microsoft Office a plus.
Diversified Recruiters
810-344-8700 Fax 810-344-8704

Scott Sheppton
is seeking full-time Customer Service Representative for our Service Department. Applicants must be proficient in Data Entry, possess excellent communications skills & be able to work in a fast paced environment. Please apply at:
977 E. 1st Mile Rd., Troy or call Sharon Reidell at 810-589-1100

CUSTOMER SERVICE REPRESENTATIVE
Mature person for very busy office. Computer experience helpful but not necessary. Good phone voice. Smoke-free work environment. Must be able to handle pressure. Competitive salary. Good benefits. Apply in person: Sal-Tri Glass Distributors, 31950 Dodge Rd., Livonia.

CUSTOMER SERVICE
Must be experienced in Windows 95, Spreadsheets, CRT. Full time. Send resume to: Box #1392
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
Looking for an Order Processor with good phone skills and basic computer knowledge. Able to work in a fast paced environment. Benefits. Fax resume: 810-477-5788, or mail: 23290 Commerce Dr., Farmington Hills, MI 48335. Attn. Tammy Moss

CUSTOMER SERVICE CAREERS
New full or part time openings
Automatic Data Processing
Temp to perm available
Days or evenings
Some weekends
Keego Harbor, Troy, Southfield, Plymouth, Auburn Hills
Detroit and Romulus.
Join America's fastest growing career opportunity. Free technical training, apply to your earnings. Bring your resume & / or:
• Excellent communication skills
• Typing 30 wpm
• Flexibility & willingness to learn
Call Donna today
646-7661 473-2933
Advantage Staffing

DATA ENTRY
Growing companies in Plymouth & Livonia in search of data entry operators
$8-$9 per hr.
ARBOR TEMPS 459-1166

DATA ENTRY Office Services
New growth opportunity with major logistics firms. Temp to hire opportunity. Dearborn, Plymouth and Auburn Hills locations. Accurate 8,000 to 10,000 key strokes and recent experience. Call Donna today
646-7661 473-2933
Advantage Staffing

ENTRY LEVEL office position. Full/part time. Filing, shipping, phone and general office. Computer skills a plus. Apply in person. Dec. 19-24, 8:00am-Noon. Versa-Tech Inc. 2135 Stephenson Hwy, Troy.
(810) 528-1000

EXECUTIVE assistant wanted for automotive sales and marketing office. Requires WordPerfect 6.1 with Windows & Lotus with Windows. Contact Box #1399
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE SECRETARY
Opening for an individual with excellent skills. Must have prior experience working with an executive level professional. Proficient with WordPerfect, shorthand or speed writing skills essential. Send resume to:
Teresa Schwartz
Jewish Vocational Service
24123 Greenfield Road
Southfield, MI 48075
An Equal Opportunity Employer

FILING CLERK
Part time position in Southfield/Farmington area. Responsible for filing invoices, supplying checks and other office duties. Must resume to
HR 3, 26776 W. 12 Mile,
Southfield, MI 48034

GENERAL OFFICE
Full time position available. Dealership atmosphere & plus. Apply in person: Stu Evans Lincoln Mercury, 32000 Ford Rd., Garden City

GENERAL OFFICE help for Internet Service Provider. Answer phones, mac duties, flexible hrs. 12 Mile & Middlebelt area. Lindi 313-531-1120

GENERAL OFFICE
to handle daily & weekly reports, payroll, typing & customer service. Salary based upon experience. Full time with benefits. Please send resume or apply in person. Attn: Michelle, General Car & Truck Leasing, 10101 Ford Rd., Dearborn, MI 48126

HAPPY HOLIDAYS FROM SNELLING PERSONNEL ROYAL OAK
Start the new year with a new job! We have permanent, temporary and temp to hire positions throughout the metro area. Call 810-399-3450 (We have voice mail) or FAX your resume (24 hours) to 810-399-3539.

HUMAN RESOURCES SECRETARY
Seasoned person with professional demeanor needed for growing firm.
Temp to Perm
$10-$12 per hr.
ARBOR TEMPS 459-1166

LEGAL ASSISTANT
Birmingham law firm seeks a Legal Assistant with a minimum of 3 years experience in corporate & Real Estate work. The ideal candidate will be able to work on multiple assignments concurrently, be detail oriented and highly organized. A competitive salary and benefits package will be offered. Qualified applicants are invited to send their resume and salary history to:
Legal Assistant Search
CARSON FISCHER P.L.C.
300 E. Maple Rd.
Birmingham, MI 48009

LEGAL SECRETARY
Bingham Farms law firm seeks part-time Secretary with litigation experience. Must be proficient in Word Perfect 6.1 for Windows with telephone and organizational skills. Positive attitude a must. Competitive salary. Please fax resume to Ray or Debbie to. Fax# (810) 642-7557
Or call at: (810) 642-7733

LEGAL SECRETARY
For Southfield corporate litigation firm. Must have strong typing skills, experience in medical malpractice helpful. Send resume to:
Mallon, McCarthy & Van Dusen, 2301 W. Big Beaver #500, Troy, MI 48084
Or call: (810) 649-1330

LEGAL SECRETARY
Full-time for large suburban defense litigation firm. Excellent benefits. Send resume to: P.O., Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY
For partner of Southfield personal injury firm. Requirements: 3 years experience and Word Perfect. Must be highly organized. Salary commensurate with experience. Please call Cindy Bail (810) 353-7575

502 Help Wanted-Office Clerical

LEGAL SECRETARY
For Farmington Hills law firm. Experience required. Call. 810-851-8000

LEGAL SECRETARY
Full time position. 3 years experience for personal injury firm. Excellent salary and benefits. 810-354-2500

LEGAL SECRETARY
NEEDED - Downtown Detroit law firm seeks experienced paralegal/litigation legal secretary. Minimum two years experience with good knowledge of WordPerfect 5.1 and type 90-100 WPM. Great benefits. FAX resume (313) 250-8913

LEGAL SECRETARY
Needed with a minimum of 5 years legal experience. Must be a self-starter with a Birmingham / Bloomfield law firm. Applicant must possess excellent grammar skills and have a strong understanding of Word Perfect 6.1. A highly competitive compensation package will be offered.
Please forward resume to:
Box #1278
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY NEEDED for non smoking office. Word Perfect typing, 60wpm, and computer literate. Send resume to: Personnel, 2500 Telegraph, Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY - part time 3yrs PI, deposition, WordPerfect 6.0, solo Southfield attorney, salary negotiable. 810-354-5900

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
• Competitive Salary
• Medical Insurance
• Life & Disability Insurance
• 401(K)
• Paid Vacation & Personal Days
Send resume with salary history to
Legal Administrator
801 W. Big Beaver Rd., Ste 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
3 attorney downtown firm seeks legal secretary. 3 yrs. law office experience, experienced on WordPerfect for Windows 6.1. Send resume to: Sally Highbaugh, 3610 Cadillac Tower, Detroit, MI 48226

LEGAL SECRETARY
3 attorney downtown firm seeks legal secretary. 3 yrs. law office experience, experienced on WordPerfect Windows 6.1. Send resume to: Sally Highbaugh, 3610 Cadillac Tower, Detroit, MI 48226

MATERIALS CLERK
We are looking for a Materials Clerk to work in our fast paced, fast paced purchasing department. This individual will handle all reporting and/or filing of purchasing forms such as non-inventory orders, delivery, purchase order revisions, quotations, letters, monthly reports, goal substantiation, memos, as well as performing miscellaneous clerical duties. Requirements include a high school diploma or equivalent, two to three years experience working in a fast paced industrial or purchasing office, ability to type and file with accuracy, keyboard speed of not less than 50 wpm and the ability to utilize computer in standard business applications. We offer excellent wages and benefits. Send resume to
KERR CORPORATION
HUMAN RESOURCES DEPT.
P.O. Box 455
Romulus, MI 48174
An Equal Opportunity Employer

MORTGAGE PROCESSOR
EquiCredit Corporation, ranked 8th of the nation's largest home equity lending firms, has a position open in its Southfield office. Must type 45 wpm and have good organizational skills. Six months office experience required, mortgage experience helpful. Excellent company benefits. For interview appointment call 810-352-5400
EEO/AA Employer

NO OFFICE POLITICS ALLOWED!
Fun, fast paced, office needs energetic assistant. Part time. Great hours & pay. Contact Laura after 12 noon at 313-459-8127.

OFFICE ASSISTANT
For Bloomfield Hills general contractor. Duties: bookkeeping, computer, phone. Full-time. Season. Resumes required. (810) 258 9200

OFFICE MANAGER
Canton. Wide range of skills necessary. Practitioner a plus. Excellent pay and benefits for motivated worker. Send resume to: Box #1403
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE MANAGER
For busy limousine company. Send resume to: 4777 Tara Ct., W. Bloomfield, MI 48323

OFFICE MANAGER
Field site at a Northville Twp. location for a local contractor. Word Perfect a must. Salary commensurate with experience. Send resume to:
John Alexander, 2000 Town Center, Ste. 1600, Southfield, MI 48075
An Equal Opportunity Employer

OFFICE PERSON
Full-time, for insurance repair contractor. Immediate opening. Must have 3-5 yrs experience in all around office work & be computer literate, plus good phone skills. Excellent opportunity for right person. Good wages & more. (313) 535-7560

OPERATOR/RECEPTIONIST
Phone operator for corporate office. Full time, Mon-Fri., 8-5pm.
Excellent benefit package
Will train the right individual. Call Kathy at: 810-349-1100 ext. 3107

PARALEGAL
For Farmington Hills law firm. Minimum 3-5 years experience in either tax or probate law. Please send resume to:
Box #1416
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PARA-LEGAL/LEGAL SECRETARY
For fast paced, non-smoking collection law firm. Call Ms. Beale at John at. 810-353-4840 Silver & Hirzun, 30445 Schoolcraft, Rd. Suite NO PHONE CALLS PLEASE.

502 Help Wanted-Office Clerical

PAYROLL/ACCOUNTING CLERK - full time for non-profit child/family care agency. Experience in computerized payroll systems preferred. Computerized typing and excellent benefits. Send resume to: P. Dye, PO Box 3109-L, Livonia, MI 48153-0344. EOE

PART-TIME RECEPTIONIST/ OFFICE ASSISTANT
for the Birmingham-Bloomfield Chamber of Commerce to work Wednesday thru Friday. Customer service, phones and general office skills desired. Must be PC literate. Knowledge of Birmingham area and services a plus. Interesting job with lots of variety. Call 810-644-1700

RECEPTIONIST/ACCT RECEIVABLES person needed for fast paced company. Bookkeeping experience preferred. Full benefits. Apply when: 272 Hiller Rd., Auburn Hills, or call (810) 853-6353 EOE

RECEPTIONIST
Entry level position for small South-field law firm. Clerical experience preferred. Call between 10am & 4pm 810-354-4433

RECEPTIONIST experienced, mature person part time for light typing, computer, calculating, phones. Call (810) 541-0330

RECEPTIONIST
FAST growing real estate. Daytime/ evening hours. Typing. Good phone etiquette. Basic office skills. Call Mrs. Beck 313-522-0111

RECEPTIONIST
for busy Birmingham travel agency. Must have computer skills. Be PC literate. Full time, Mon.-Fri.
Call Linda at: 810-644-1600

RECEPTIONIST - for Webb Printing Company. 1495 Newburgh Rd., Livonia, Wayne, MI. Call Pat Bradley for interview 313-641-9540

RECEPTIONIST
wanted for real estate office in Farmington Hills. Part & full time position available. Call (810) 473-6200

SECRETARIAL
ENTRY level position. Large transportation/logistics corporation located in Livonia, seeking highly motivated individual to handle a variety of administrative duties. Candidate must possess strong phone etiquette, excellent computer skills preferably in Microsoft Word, Excel and PowerPoint required. Please send or fax resume to:
12780 Levan Rd.
Livonia, MI 48150
FAX 313-464-5422
Attn: Joanne Nowicki

SECRETARY
ADVERTISING AGENCY
Full time, computer, short term openings with client services and creative department of international agency. Pay up to $28,000/yr. PowerPoint or Mainstich a plus. Call Susan today.
Bermingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

SECRETARY - full or part time. Typing, computer, short term openings. Livonia area. Resume Box #1427
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Must be able to type 60WPM. Will be tested. Must be able to write letters, handle travel reservations, assist in computer. Must be able to work under pressure and handle a variety of tasks. Ability to speak Spanish a plus. Salary negotiable. Hours: 9am-5pm. Please call
313-834-4001, ext. 265

Secretary/ Receptionist
Southfield insurance office. Life insurance experience helpful. Send resume to: P.O. Box 760191, Lathrup Village, MI 48076-0191

SECRETARY
wanted for real estate office in Farmington Hills. Part & full time position available. Call (810) 473-6200

502 Help Wanted-Office Clerical

SECRETARY WANTED for Farmington Hills firm. Proficiency with Word required. Macintosh experience not necessary but desired. 60+ wpm. Fax resume to
810-932-5201 /2

STOCK BROKER
Administrative Assistant
Smith Barney's Birmingham office offers an opportunity to be the personal Administrative Assistant to one of our top Vice Presidents. Must have experience in the brokerage industry, be an excellent typist and have extensive computer skills. Reply to: P. O. Box 3008, Bingham, MI 48012
Smith Barney is an EOE M/F/D/V

WORD PROCESSOR / FILE CLERK
Needed full time for Bermingham family law practice. Accurate typist with Word Perfect 6.1 experience and 1 year minimum legal. Salary negotiable. Mail Resume to:
Attn Mrs Deitle, 255 S. Woodward 3rd Floor, Birmingham, MI 48009
Or Fax to: (810)645-8747

504 Help Wanted-Dental

ABSOLUTELY THE best working atmosphere for an experienced dental assistant
ADDITIONAL STAFF NEEDED
For progressive, new, modern Dental Office in Lathrup Village
• RECEPTIONIST
• CHAIRSIDE ASSISTANT
Full time position, experience necessary. Excellent benefits package
810 623 2443

BUSINESS MANAGER
Full time position in progressive computerized office 313-421-5220 or 810-333-3921

504 Help Wanted-Dental

CHAIRSIDE ASSISTANT
EXPERIENCED ONLY. Part-time Mon., Thurs & Sat. Wage commensurate w experience. Farmington Hills Rd. area. (313) 425-7010

JOIN OUR TEAM! Dearborn dental office looking for experienced front desk person w/computer knowledge. Opening for experienced dental assistant. Excellent part time. Good wages w/benefits. (313) 274-5210

DENTAL ASSISTANT, full time for innovative & progressive practice in Farmington Hills. Looking for a people person to fit in a customer service oriented practice. Excellent benefits (810) 214-3011

DENTAL ASSISTANT
Part time, experienced or new, Troy. Call for details.
(810) 643-7530

DENTAL ASSISTANT
FULL OR PART-TIME
Dearborn Heights (Ford Rd & Beech Daly area) 313 278 4700

DENTAL ASSISTANT - Experienced part time Orthodontic Assistant with Ortho records knowledge needed in Westland. Top salary to proper candidate. Call Bella (313) 722 5130

DENTAL ASSISTANT- Full time position in multi doctor practice. Experienced, enthusiastic assistant. Top salary & excellent benefits to the right candidate (313) 722 5130

DENTAL ASSISTANT
Dr. Smulski is seeking the right individual to fill our current opening as a Dental Assistant in our Plymouth/Canton office. We are offering a full-time position with excellent salary, benefits, as well as NO Saturdays. If you are the best and want to be appreciated for your talents, please call (313) 453-0340

DENTAL ASSISTANT
Full time Pleasant Troy office. Experience preferred. 1 evening/week, 1 Sat/mo. Call (810) 641-9490

504 Help Wanted-Dental

DENTAL ASSISTANT
Experienced. Full time for busy West Bloomfield practice. Benefits.
Call. (810) 855-5212

DENTAL ASSISTANT
Chair side. Full time 20 hrs. + for new W. Dearborn office
(313) 563-3400.

DENTAL ASSISTANT
Experienced assistant needed for Northville office. Mon-Thurs.
(810) 349-3660 or 313-453-3765

DENTAL ASSISTANT
Start the New Year with us! Experienced assistant for dynamic Troy area practice. Flex. hrs. (810) 583 3688

DENTAL ASSISTANTS
Progressive S.E. Livonia dental office seeking an experienced Dental Assistant for a permanent position. Also seeking an experienced assistant to temporarily fill in for maternity leave (approx. Feb. mid and of April).
(313) 522-5520

DENTAL BUSINESS ASSISTANT
Full time team player with computer experience to handle patients accounts receivable and front desk responsibilities. Must have excellent interpersonal skills with patients. We offer a challenging career opportunity where employees are appreciated. Competitive salary and benefits package. Please call between 9-3 (313) 425-5570

DENTAL FRONT DESK
Established, Plymouth office looking for an energetic individual with DENTECH experience. Benefits.
Call (313) 453-3166

DENTAL HYGIENIST RECEPTIONIST & ASSISTANTS NEEDED
Call (810) 568-7687

This Classification Continued on Page D1.

Classified is ...

CONVENIENT

Sellers, use easy phone call to Observer & Eccentric Classifieds puts you in touch with thousands of would-be buyers. Rely on Observer & Eccentric Classifieds as your most convenient method for moving items you no longer need

DIRECT

Observer & Eccentric Classifieds reach thousands of people, every day. On the bus, at the office, in their homes. We're your direct line to prospective buyers, wherever they may be.

DYNAMIC

Every day, we bring you the latest information on what's for sale, what's for rent, and what's available in the job market. Rely on Observer & Eccentric Classifieds as a dynamic resource for whatever you need.

EASY

Buyers, Observer & Eccentric Classifieds is your one-stop shopping center for cars, career opportunities, homes, merchandise and more. Rely on Observer & Eccentric Classifieds - it's an easy way to find exactly what you need.

FAST

Sell your hot rod, speedboat, motorcycle or run-spud through Observer & Eccentric Classifieds. You can bet one of the thousands of Observer & Eccentric readers is rarring to reach a seller. Right now! Rely on it.

PROFITABLE

Observer & Eccentric Classifieds are the number-one way to make money on all kinds of items - large & small. An ad in the Observer & Eccentric Classifieds means you're sure to see a profit now.

RELIABLE

You can trust Observer & Eccentric Classifieds to carry your message to thousands of motivated buyers, apartment shoppers and job seekers daily. It's a reliable way to reach the people you want to talk to.

SMART

Every day, Observer & Eccentric Classifieds bring together thousands of smart buyers and sellers just like you. Rely on Observer & Eccentric Classifieds. It's a smart move.

Classified gets ...

RESULTS

Every day, we bring buyers and sellers, employers and employees, landlords and tenants together. Rely on Observer & Eccentric Classifieds to get results.

Observer & Eccentric
CLASSIFIED ADVERTISING

CLARKSTON AREA 810-475-4596
OAKLAND COUNTY 810-644-1070
ROCHESTER/ ROCHESTER HILLS 810-852-3222
WAYNE COUNTY 313-591-0900
FAX YOUR AD 313-953-2232
INTERNET ADDRESS http://oeonline.com

MACHINE CONTROLS ENGINEERS

Join the General Motors team and Plan To Win.

Engineering-Midsize Luxury Car Group, Flint and Warren, MI has openings for Machine Controls Engineers to provide electrical engineering for automotive body, paint, and general assembly machine tool and material handling equipment. Responsible for design, construction, and plant installation of manufacturing control systems.

Candidate qualifications are BSEE degree or equivalent experience in designing control systems, ability to interpret and apply National Electrical Code and Federal Regulations (OSHA), detailed understanding of relay and solid state logic, familiar with programmable controller and other computer programming technologies, self-motivated work style and initiative to originate and apply innovative ideas and concepts, proficient with computer based design environments and applications such as AutoCAD, AB6200, ICOM, MS-Windows (preferred), familiar with resistance and fusion welding of sheet metal (preferred), design and installation experience with paint and/or general assembly control systems (preferred), MSEE degree (preferred).

Candidates must have U.S. citizenship or visa status which permits permanent employment under U.S. Immigration Laws. No phone inquiries-Principals only, no agencies.

Please send your resume to: Machine Controls Engineer Position, Midsize and Luxury Car Group, 4100 S. Saginaw St., Flint, Michigan 48557, Mail Code: 485-303-501

GM

GM is an equal opportunity employer.